

To: Region 3 ExCom
From: Chase Battaglio, Region 3 Secretary
Subject: Secretary's Report
Date: 15 December 2018

Key Meeting Information:

- The Region 3 Committee meeting information, agenda, and reports are on-line at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018-12/agendas.html#region3excom>.
- If you have a report, presentation, or additional materials you would like to share during the meeting, please send me your presentation or document by 5pm Monday, December 17. Any reports received between 6pm through 8pm on Monday, December 17, will be posted after the meeting.
- The meeting minutes along with the meeting recording of the ExCom web conference held on October 29, 2018 is available on-line at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018-10/agendas.html#region3excom>

April 2018 Region 3 Committee Meeting Information:

- The Region 3 Committee meeting information, agenda, minutes, and reports are on-line at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018-04-R3Com/agendas.html#region3excom>.
- The SoutheastCon presentations are available at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018%20SoutheastCon%20Presentations/>.
- Region Committee meeting minutes are available for your review at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018-04-R3Com/agendas.html#region3excom>.

Officer Reporting & Email Lists:

- All section officers please review your officer reporting through vtools (<https://officers.vtools.ieee.org/>) and make the necessary updates for all officer changes in your Section. When you do your updates, please make sure that you include an **end date** for the officer role.
- To ease your review of the executive officers for your section, a section executive officer report spreadsheet is available on the meeting website under "[Section Executive Officer Report](#)." You can filter on your section and view your officers along with corresponding email addresses. Please review both start and end dates for each position. Noting an **end date** is important because if an end date is missing we will assume that the individual is still an active member and will include in email distribution list updates.

Lastly, it has been a pleasure serving as the Region 3 Secretary and I will miss working with each of you. I will be stepping down at the end of the year to spend more time with family and other personal pursuits. Please join me in welcoming Pat Donohoe as the incoming Region 3 Secretary.

Thank you for all that you do for IEEE!

Sincerely,
Chase Battaglio
2016 - 2018 IEEE Region 3 Secretary
ecbattaglio@gmail.com